



Memorandum

DATE: October 23, 2007
TO: Mayor and Council
FROM: Robert L. Olander, City Manager
RE: City Council Work Plan - Quarterly Update – 3rd Quarter 2007

What follows is the third quarter 2007 update to the City Council work plan for 2007-2008.

City Council Goal 1: Complete the projects approved in the 2006 Parks Bond

Acquire Bond Issue Properties

- The first bond issue property purchased by the City of Shoreline was South Woods. Since being purchased in March, the “no trespassing signs” have been removed and ivy out/clean-up work parties have been held. The property was also surveyed in July for the design and installation of a pedestrian walkway and a property dedication ceremony was held in September.
- The purchase of land in the northwest corner of Hamlin Park (SPU Property) has been reviewed by City Council and closing should be complete in November 2007.
- City Staff are still working with Dr. Art Kruckeberg to complete a Purchase & Sale Agreement for the purchase of Kruckeberg Gardens. Staff is also working with the Kruckeberg Botanic Garden Foundation (Foundation) to complete a Service Agreement to provide maintenance and operation of the Garden. Staff anticipates finalizing the agreements in October and will make a presentation to the City Council in November 2007.

Conduct Planning Efforts

- Citywide Field Improvements: Planning has begun on the first priority project, Richmond Highlands. City Staff will be meeting with user groups this winter to discuss priorities at other fields in Shoreline.
- Off-Leash Dog Area Study Group: The Study group has been meeting since July to review existing off-leash facilities in the region, finalize criteria for selection and recommend sites to the PRCS Board in the 3rd quarter of 2008.

- Trail Corridor Study Group: The Trail Corridor Study Group continues to meet to review and identify trail improvements throughout the City including trail connectors in both parks and on surface streets.

Develop Park Plans/Designs

- Twin Ponds Synthetic Turf Field: Designs are complete for the soccer field project and the permitting review process is nearing completion. The project should begin bidding in January 2008.
- Richmond Beach Saltwater Park Phase I: The Master Plan was approved in December 2006 followed by design development approval in May 2007. The 30% construction documents will be complete in October 2007, with construction anticipated to begin in the summer of 2008.
- Cromwell Park: The Master Plan concepts were presented to the community on September 26, 2007, and the PRCS Board and the community will review the preferred design on October 25th. The PRCS Board along with the community will make comments on the preferred design at this meeting. On November 15th, the PRCS Board will recommend approval of the Draft Master Plan to the City Council, and on December 10th, the City Council will review the Draft Master Plan. The Final Master Plan will be presented for approval to City Council in January 2008.
- Hamlin Park: The first public meeting for Hamlin Park improvements is scheduled for December 6, 2007.
- Kruckeberg Garden: The selection process for a design consultant to assist the City with a Master Plan for the site will begin in the 1st quarter of 2008.
- Trail Corridors: The selection process for a design consultant to assist the City with On-Street Trail Connectors will begin in the 1st quarter of 2008.

Construct Prioritized Improvements

- Twin Ponds Synthetic Turf Field: It is anticipated that construction will begin in the spring of 2008 and be completed by September 2008.
- Shoreline Center Tennis Court Lights: Construction bids were opened on September 6, 2007. Three bids were submitted, with Custom Electrical Controls being the lowest responsible bidder at \$128,022. A small works contract has been awarded to Custom Electric Controls. Construction began on October 15th and is estimated to be complete in December 2007.
- Trail Corridors: In July 2007, a new pedestrian crossing at the south Interurban Trailhead and N. 145th Street was completed by the City of Seattle with \$20,000 of funding from the Parks Bond.

City Council Goal 2: Implement the Economic Development Strategic Plan

Implement Small Business Assistance Plan

Community Capital Development has been making new business contacts through door-to-door visits and engaged more actively in networking events at the Chamber of Commerce and other locations. Loans totaling \$360,000 have been made since their relationship with the City of Shoreline began. Currently, they are providing about 12 businesses per month with counseling, including help with marketing and business plans.

They have scheduled one class in October that will be provided through the Shoreline Community College-Lake Forest Park extension service.

ECOSS is working with businesses by delivering chemical spill response kits, spill plans and watershed maps while simultaneously conducting on-site stormwater education. They are also auditing businesses to determine eligibility for free low-flow toilets and other water saving devices. The staging and distribution of these items will be carried out with the help of Seattle Public Utilities and the Saving Water Partnership. ECOSS has also been working on a recycling plan both for fluorescent bulbs and abandoned TVs and computers.

Work to Redevelop Aurora Square/Westminster

Recent work has been accomplished on exploring new developer contacts and discussing property owner expectations. We have also begun substantive discussion with property owners, including the State of Washington Department of Transportation and J. Greene properties. King County and members of the development community have helped in offering advice.

Facilitate Planning for N 175th Street/Aurora Avenue N Properties

For the South Wedges properties, we are still talking with property owners to anticipate the impacts of future Aurora Avenue construction work and to facilitate discussions among them. Staff is also waiting on the State of Washington to give us requirements of the historical status of Ronald Way.

Develop Ridgecrest Neighborhood Plan

PADS staff developed a proposal for a new zoning district to be applied to the Ridgecrest commercial area. At the current time, the district would apply new zoning standards to the Bingo property, and apply NB (Neighborhood Business) standards to the properties on the other three corners. The new zoning standards would permit buildings taller than 3 stories if certain features are included in the development. In addition, developers could build to a density of more than 24 dwellings per acre (currently permitted in the existing NB zone) if a specified percentage of the units are priced at levels that are “affordable”. The concepts of this proposal were presented at a public meeting of the Ridgecrest community and to a Planning Commission study session in September. The Commission will hear a presentation on the proposal on October 18 and hold a public hearing on the proposal on November 1.

The owner of the Bingo property (2.6 acres) has selected a purchaser who has the property under option. The purchaser has met with staff and with the community to discuss preliminary development plans for the property, which is to develop the property as a mixed use building under the new proposed zoning standards.

Council may also be asked to consider expansion of Property Tax Exemption program to include this area; staff is still evaluating this idea.

City Council Goal 3: Implement an affordable civic center/city hall project

Adopt Delivery Method, Public Process, and Schedule

The City Council has adopted a design/build lease-to-own construction delivery method for the Civic Center/City Hall facility. A programmed design/build schedule has been created that includes a Council, public, and employee process during the RFQ /RFP schedule.

Select Development Team and Negotiate Agreement

The Civic Center/City Hall project team has completed the RFQ/RFP process, and a successful development firm, Opus NW/LMN Architects, was selected in June 2007. The City completed the pre-development agreement process with Opus NW and LMN Architects in July 2007.

Finalize Design and Development Agreement

The Civic Center/City Hall Project team and Opus NW will begin the design development process to 30% of design by November 2007 and complete the full design and full development agreement by December 2007. Construction of the new Civic Center/City Hall facility should begin in early 2008.

City Council Goal 4: Complete the Aurora improvements from 165th to 205th Streets including, but not limited to, sidewalks, drainage and transit

Finalize Preliminary Design and Environmental Review

On July 23, 2007, Council adopted the project's Preferred Alternative and the Implementation Strategies. The National Environmental Policy Act (NEPA) environmental documentation (discipline reports) has been submitted to the State for their review and the various reports are in different stages of review. Upon approval of the discipline reports, the State Environmental Policy Act (SEPA) process will begin. The project includes a toolkit of natural stormwater system elements that will be included in the project's final design.

Complete Final Design

Staff has chosen HDR to be the consultant that will finish preliminary engineering (to 30% design) and a contract has been executed with HDR to complete preliminary design (N 165th to N 205th Streets) and then complete final design for N 165th to N 185th Streets.

Initiate Right-of-Way Acquisition

The project's right-of-way consultant, Universal Field Services, was approved by Council September 10, 2007 and they have started creating the right of way manual and relocation plans.

City Council Goal 5: Develop a comprehensive housing strategy

Identify Current and Future Needs, Gaps, Opportunities and Alternative Strategies

During the 3rd quarter of 2007, the Comprehensive Housing Strategy Citizen Advisory Committee (CAC) met bi-weekly in June, but met monthly in July and August. During the latter two months, the CAC toured sites in Shoreline and north Seattle that featured

alternatives to traditional single family developments. CAC members noted features that were attractive and those that were not attractive.

Finalize Alternative Strategies/Complete Draft Plan

The Committee also developed a set of draft findings, conclusions and draft strategy recommendations on affordable housing and housing choice/neighborhood character and will present the draft at its public open house on October 9, 2007. Following the open house, the Committee is scheduled to meet two more times to fine-tune its recommendations prior to forwarding them to the City Council.

City Council Goal 6: Create an “environmentally sustainable community”

Develop an Environmental Sustainability Strategy

Significant progress has been made towards development of the Environmental Sustainability Strategy since the 2nd Quarter update. The key accomplishments are:

- *Environmental Sustainability Strategy Contract* – At the July 9, 2007 Council meeting, the AHBL/O’Brien consulting team was awarded the services contract and accepted the detailed scope of work.
- *Development and Review of Preliminary Documents* - The following is a summary of work to date and documents created by AHBL and reviewed by staff:
 - 1) *Kick-off Work Session* – July 17th, 2007, this meeting included discussion of an inventory of existing City codes, policies, plans, and programs contributing to sustainability, model sustainability programs, and potential guidelines and goals for the Sustainability Strategy.
 - 2) *Draft Contract Deliverable 1A: Sustainability Program Elements and Profiles* - submitted in August ‘07, this document includes a draft mission statement to establish the purview of responsibilities the City is committing to undertake as well as ten “Guiding Principles with High-level Goals”.
 - 3) *Draft Contract Deliverable 1B: Sustainability Measurement and Tracking* - submitted in September ‘07, this memo details specific objectives that the city could use to track progress in the four prioritized categories of energy, waste management, sustainable development, and ecosystem conservation and management, as well as identifying indicators, assessment systems and performance targets.
- *Scheduling of the Community Conversations and Council review* - Two opportunities for public input, October 11th and November 14th, have been scheduled so that local residents may review and comment on proposed drafts.

Complete Urban Forestry Assessment

The City Council approved a contract with Seattle Urban Nature (SUN) to provide habitat mapping, vegetation surveys and management recommendations for Hamlin Park, South Woods, Shoreview Park and Boeing Creek Park. Since the contract was signed in late 2006, SUN has collected data in the field and from existing GIS maps to produce a GIS layer that delineates existing habitat types throughout each of the four parks. Over the summer, SUN conducted their survey in each of the habitat types throughout each of the four parks. SUN is analyzing the data to be incorporated into a report that documents their findings, including management recommendations developed for each of the four

areas surveyed. SUN will present their findings in a final council presentation in January 2008.

Develop Options for a Green Street Demonstration Project

The Public Works Department is in the planning stage for a project in 2008. This Green Works project will strive to demonstrate a “complete street” concept that includes (to the extent practical) a complete street in a residential area that is designed and operated to enable safe access for all users (pedestrians, bicyclists, and motorists of all ages and abilities), and to provide stormwater treatment prior to discharging it to local streams and other surface water bodies.

Stormwater will be managed through the use of natural drainage systems in conjunction with pedestrian improvements and traffic calming. The "tool kit" for implementation in the right-of-way includes curb bulb stormwater treatment areas in conjunction with traffic calming, pervious pavement in conjunction with pedestrian pathway improvement projects, right-of-way planter boxes or rain gardens in amenity zones that stormwater runs through, and street trees.

Adopt Advanced Stormwater Standards for the Aurora Project Between N 165th Street and N 205th Street

As part of the environmental analysis and early design process for the Aurora project, staff has developed a draft natural stormwater system concept toolkit including: stormwater planter boxes, tree box filters, bioretention swale medians, and porous sidewalk. Education of natural stormwater concepts is also proposed for the project through signage and demonstration. These concepts were shared with the community on June 20, 2007 at a project open house and were well received. Council adopted the project Preferred Alternative on July 23, 2007 which included the natural stormwater concept toolkit. Also on July 23, they adopted the Implementation Strategies, which supports natural stormwater systems in the Aurora design. During project design, the natural stormwater toolkit will be used and locations for natural stormwater systems will be identified.

Update Stormwater Management Plan

A Request for Qualifications (RFQ) for consultant services to assist with this management plan update was published in late summer. Staff will select a service provider in early fall and begin executing the scope of work.

Public Works Staff has received a \$75,000 grant from the Department of Ecology to help fund this project. Approval of the grant is on the November 5, 2007 Council agenda as a consent item.

The Department of Ecology’s NPDES Phase II Municipal Stormwater Permit became effective for the City during the first quarter (February 16) of 2007. Surface Water and Environmental Service (SWES) staff have evaluated the requirements of the permit in relation to code revisions. SWES staff are currently conducting a programmatic needs assessment in relation to the permit requirements. This permit requires the City to develop/implement/enforce a program to reduce pollutants in stormwater runoff from new development, redevelopment, and construction site activities by August 2009. Over

the next 14 months, staff will be proposing changes to the stormwater code and holding a public forum on the issues. Staff will bring recommendations to the City Council by the end of 2008.

Implement Mayor's Climate Protection Agreement

The primary effort behind this goal element is to inventory the City's global warming emissions for 1990 and 2007. Toward this effort, staff are researching how to accurately measure emission levels. City staff met with staff from the City of Seattle to learn about and assess their method of completing a climate protection inventory. City staff have also joined the International Council for Local Environmental Initiatives (ICLEI), the international leader for municipal implementation of climate protection, to obtain climate protection inventory software and training. Staff have received an initial orientation to the software and expect to receive additional training in the 4th quarter of 2007 to help define the inventory data for collection. In addition, funding for a statistically reliable telephone survey is being investigated.

Beyond the task of conducting these emissions inventories, the City is involved with numerous initiatives to implement this agreement, including capital projects such as the Interurban Trail, Aurora Corridor, Priority Sidewalks, recycling events, the Environmental Mini-Grant Program, the recent purchase of two hybrid vehicles for the City's fleet, form-based code development, participation in King County's Commute Trip Reduction program, membership in a coalition of cities developing bio-diesel use for city fleets, and open space preservation and enhancement.

City Council Goal 7: Provide safe and affordable transportation options to support land use plans including walking, bicycling, transit and vehicular options

Develop Town Center Plan

The Planning Department is initiating a Phase 1 - Town Center Subarea Plan to set out some initial framework policies and study area boundaries and to repeal Appendix 5 of the Aurora Corridor Plan which conflicts with the Council's preferred alternative as it passes through the Town Center area. On September 19, 2007 the Planning Commission recommended approval with small changes to expand boundary and add a policy to establish a vision for the subarea. A proposed text was reviewed with Council in September prior to a Planning Commission public hearing and Council recommendation. It is anticipated that Council will approve this recommendation on October 22, 2007.

Continue Construction of Priority Sidewalk Routes

2007 – Construction of 25th Ave NE is complete except for the street trees, which will be available in mid-October and installed at that time. Construction of Dayton Ave N from Carlyle Hall Road to N 172nd Street is underway and will be complete near the end of November, weather permitting.

2008 – Staff is moving forward with design and community involvement for the 2008 priority routes. These include Fremont Avenue N (design and community involvement completed in 2007), Ashworth Avenue N from N 185th Street to N 192nd Street, and N 192nd Street from the Interurban Trail to Ashworth Avenue N.

Complete Neighborhood Traffic Action Plans and Continue Implementation

Meet with Neighborhoods to Identify Priority Issues:

- The City has held community meetings with Echo Lake, Westminster Triangle and Ballinger neighborhoods to begin identifying neighborhood traffic issues.
- Meetings will be scheduled for three additional neighborhoods in the summer of 2008; tentatively: Parkwood, Meridian Park, and Highland Terrace.

Form Neighborhood Advisory Committee, Develop plan recommendations:

- Formation of Neighborhood Advisory Committee and plan recommendations completed for Echo Lake Neighborhood and Westminster Triangle Network
- Ballinger Neighborhood Advisory Committee formed.

Present plan recommendations to broader community, brief City Council:

- City Council briefed in February 2007 on completed North City, Ridgecrest, and Briarcrest plans.
- Draft recommendations presented to Echo Lake Neighborhood in April 2007. Plan recommendations to be presented to Westminster Neighborhood in October 2007.
- City anticipates presentation of Westminster and Ballinger neighborhoods in November 2007.

Expand Local Transit Service

The City is working with King County Metro to pursue grant funding for Bus Rapid Transit (BRT) service on Aurora Avenue N. This application is due in November and the amount requested in the grant will be dependent upon the result of the Roads and Transit ballot item on this November's ballot. City staff participates in discussions with Metro regarding updates of short and long-range plans. City staff also participates in Community Transit discussions about BRT service on State Route 99 (Aurora Avenue). The City, in conjunction with the City of Seattle, has submitted a preliminary proposal for a Speed and Reliability Service Partnership to Metro. If approved, this partnership would result in an additional 5,000 service hours for transit service on routes that serve Shoreline and Seattle.

Develop City-Wide Trail Connectors

A subcommittee of the PRCS Board, the citizen based Trails Corridor Study Group, was formed in the first quarter of 2007. The group has been meeting to identify the best routes for walking and hiking in major parks, Interurban Trail connectors, other trails and suggested bike routes throughout Shoreline, and connections to other major trails like the Burke Gilman Trail in Lake Forest Park and Seattle. The study group is also developing their recommendations in the form of a report that will provide the Park Board with a prioritized list of local connectors to be designed and constructed as part of the Parks Bond funding.

The Trails Corridor Study Group has divided their work into two parts: In-Park Trail Connectors and On-Street Trail Connectors. The study group has focused their attention in 2007 on In-Park Connectors, and has scheduled a public meeting on October 22nd to solicit comments from the community about the In-Park Trail Connectors. The On-Street Connectors study work will occur in 2008 as part of a multi-departmental effort to develop a strategy for creating a more pedestrian friendly city. The Study Group will

make their recommendations regarding In-Park Connectors to the PRCS Board and to City Council in the fourth quarter of 2007. After the PRCS Board reviews the report, a prioritized list of projects will be developed for design and construction for the In-Park Connectors. The design of the In-Park Connectors will begin in 2008 with construction beginning in 2009. The Planning and design for the On-Street local connectors will also begin in 2008.

City Council Goal 8: Develop a Fircrest master plan in partnership with the State

Develop Agreement with Washington State

DSHS completed its analysis of the facilities and concluded that approximately 33 acres of the campus can be considered excess property. DSHS also selected and retained the consulting services of AHBL to assist in the preparation of the Master Plan. Staff met with the DSHS project manager, Ed Valbert, and the AHBL project manager, Julia Walton, on September 11, 2007 to discuss the proposed phases of the State's master planning process.

The Council and Planning Commission met on September 24, 2007 to provide DSHS with input regarding the Highest and Best Use of the excess property in regards to community benefits. Two Open Houses (October 10th and November 8th) will be hosted by DSHS to solicit public input on potential future land uses for the excess property.

DSHS envisions the master planning process to be two phases. The main purpose of Phase I is to define the potential uses of the excess property to be included in a report to the State Legislature in January 2008. The State Legislature will then be able to use this information to provide direction to DSHS in terms of what future uses should be included in the Master Plan Permit. Phase II will be the development of the Master Plan Permit per the direction given by the State Legislature in the 2008 Session. Phase II is expected to occur between March/April 2008 to March/April 2009.

Complete Draft Plan

Phase I under development by the State.

Review and Adopt Final Plan

The State would like to have a Master Plan permit approved by March/April 2009.

City Council Goal 9: Increase emergency preparedness training and education

Develop Public Outreach Campaign

Staff has delivered all three community-wide education programs for 2007 (February 8, April 16, and September 25, 2007.) Staff also participated in two Safety Fairs in 2007, one in April and another in September. The *Ready Neighborhood* program, designed to organize neighborhoods to identify their collective strengths and assets and how they can be shared during a disaster, has also been rolled-out. The Emergency Management Coordinator and Neighborhood Coordinator have met with several neighborhoods to help them implement the program. The *Ready Business* program, which informs businesses how to be better prepared to survive a disaster, has also begun with presentations to the Chamber of Commerce and Rotary. Three *Ready Business* presentations were given in

the months of April, May and June 2007. *Community Emergency Response Team (CERT)* classes, provided in partnership with the Shoreline Fire Department graduated a class of (CERT) trained community members in April 2007 and will begin another class in October 2007. Staff has recruited approximately 60 CERT graduates to volunteer in the *Ready Neighborhood* program, to provide public information dissemination, and help with shelter management and vulnerable population outreach before and after an emergency.

Provide Emergency Power for Spartan Recreation Center Shelter

This project is now complete, with the generator in place and testing accomplished. The generator was also utilized in the citywide Earthquake Training Exercise held May 30, 2007. In addition to this facility, the Emergency Management Coordinator has been negotiating for the allocation of grant funding to provide for the installation of a generator switch to be installed in the Shoreline-Lake Forest Park Senior Center.

Conduct a Table Top and a Field Earthquake Preparedness Exercise

To practice and exercise information learned in federally mandated emergency management trainings and stated in the Emergency Operations Plan, staff participated in a table top exercise for a Train Derailment Exercise, conducted jointly with the City of Edmonds and Snohomish County, on September 5, 2007. The next exercise will be the regional "Sound Shake 2008", and will occur in March 2008.

Provide Federally Mandated Emergency Management Training

To date the city has trained all applicable staff in required National Incident Management System training: NIMS 700 and 800, and ICS 100 and 200, with classes for new staff being offered on an as needed basis. The city leadership staff who will work in the Emergency Operations Center when it is activated also attended an ICS 300 class on June 25 and 26, 2007. All other staff will complete this class by the end of 2007. In addition, several city staff were sent to Earthquake Response and Recovery classes in Emmitsburg, Maryland.

Implement Hazard Mitigation Plan Priority Projects

The 28 Hazard Mitigation Plan (HMP) strategies have been incorporated into the applicable City Department's work plans. To date, 79% of the strategies have been completed and/or moved into an on-going basis. Staff anticipates reaching 96% completion/on-going status by the end of 2007. The HMP will be updated for the Emergency Management Council on November 2, 2007.

City Council Goal 10: Increase opportunities for all residents, including our youth, to get more involved in neighborhood safety and improvement programs

Increase Block Watches

Coordination and program planning between the Shoreline Police Department, the City's neighborhood program, and the City's emergency preparedness program continued in the third quarter of 2007. Approximately 30 Block Watch brochures were sent to citizens interested in participating in this program. Publicity soliciting volunteers to assist with Block Watch coordination ran in the Enterprise regularly through the summer, and was listed on volunteermatch.org.

In addition to the Block Watch program, Shoreline Police provide a variety of other crime prevention and safety programs. In the third quarter, Police officers presented at one neighborhood meeting and ran booths at four community events to promote crime prevention and the Block Watch program. Police volunteers made 121 vacation house checks, 76 park checks, and sent 129 letters to crime victims. Police volunteers also made 79 phone calls in the Police Call Back program and signed up 50 businesses in Merchant Alert in North City.

Increase Participation in Adopt-a-Road Program

In the third quarter of 2007, one new group signed up to perform litter pick up on approximately two additional miles of city streets in Shoreline.

Increase Publicity for Neighborhood Mini-Grants, Including Improvements and Safety

City staff provided support and technical assistance to neighborhood associations on Neighborhood Mini-Grant development. Three neighborhood associations submitted applications for Neighborhood Mini-Grant projects focusing on neighborhood identity and community building.

Provide Increased Focus on Youth Participation

Two new Police Explorer Advisors have joined the post. Both officers have been advisors in the past and bring a great deal of experience to the post. Currently they supervise four Explorers and are in the process of interviewing four additional candidates.

The Interurban Trail Ribbon Cutting event on September 22 was designed as a family event focusing on safety and health information, and included low cost bicycle helmets.

Preliminary discussions with partners in Parks, schools and community organizations continued in the third quarter of 2007.